



## EMBASSY OF THE UNITED STATES OF AMERICA

### Position Vacancy Announcement

ANNOUNCEMENT NO: VA-06-041

**OPEN TO:** All interested and qualified candidates  
Current mission employees serving a probationary period are not eligible to apply.  
**POSITION:** Administrative/Shipment Clerk (OBO)  
**OPENING DATE:** Tuesday, June 6, 2006  
**CLOSING DATE:** Tuesday, June 20, 2006 - max. 4:30 p.m.  
**WORK HOURS:** Full-time; 40 hours/week  
**POSITION GRADE:** FSN-06  
**DURATION OF POSITION:** Limited to minimum one year and subject to completion of project construction work.

**In-house candidates must apply through their supervisors.**

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK PERMITS ALLOWING WORK IN COUNTRY BEFORE APPLYING FOR THIS POSITION.

The U.S. Embassy in Khartoum is seeking a Sudanese National or Ordinarily Resident citizen of Sudan for the position of Administrative/Shipment Clerk in the Office of Building Operations (OBO) of the US Embassy Khartoum Sudan.

#### **BASIC FUNCTION:**

The incumbent performs all clerical and office work associated with the administrative and shipment functions of the OBO Project Director's Office. Incumbent is directly supervised by the Administrative Assistant, and receives overall supervision from the OBO Project Director and the Construction Manager.

#### **QUALIFICATIONS REQUIRED:**

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

--Education: Completion of Secondary School and a two-year diploma in Business Administration or Management is required.

--Prior Work Experience: At least 5 years experience in similar administrative position with other USG Agency, US funded NGO, or well established western company is required.

--Language Proficiency:

	Speaking	Reading	Writing
English:	Fluent	Fluent	Fluent
Arabic:	Fluent	Fluent	Fluent

--Skills: Typing 60 word per minute minimum. Ability to deal effectively and courteously with all persons associated with ongoing OBO projects.

#### **SELECTION PROCESS:**

--Applicants must be eligible for appointment under local government laws and regulations.

--Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.

--Selected candidates must pass a pre-employment medical and security clearance in order to be eligible for hire.

**TO APPLY:** Interested individuals for this position must submit the following, or the application will not be considered:

1. Application for Federal Employment and a resume (current mission employees must submit an in-house application).
2. Supporting documentation (e.g., essays, certificates, awards) that addresses the requirements of the position, as listed above.

**POINT OF CONTACT:**

Human Resources Office  
U.S. Embassy Khartoum  
Telephone: 774700, Ext. 247/274.

**DEFINITIONS**

Ordinarily Resident (OR): A Sudanese citizen or a citizen of another country whose primary residency is Sudan and who has the required work permit for employment in Sudan.

*The U.S. Mission in Sudan is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.*

*The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*